

**January 5, 2020**

**Board attendees:**

Holden Wall (chair)

Amanda Eagleson

Frankie McGee

Leslie Stark

**Staff:**

Carol Shillibeer

Colleen Brown

**Regrets:**

**Guests:**

**Meeting Began:** 14:04

**Meeting End:** 16:57

**Motions:**

- 1) Motion to move the approval of the minutes until Leslie arrives made by Holden.  
Amanda Seconded. Carries
- 2) Motion from Holden for Frankie to provide Cotyledon Update and for Verses updates from Colleen and Carol to be added to "other business" of Agenda. Frankie Seconded.  
Carries
- 3) Motion to post the November 11th minutes with changes and for board to do final approval on basecamp Made by Holden. Frankie Seconded. Carries
- 4) Motion to Approve November 3rd minutes (with edits) Made by Holden. Seconded  
Frankie.Carries.
- 5) Motion for a meet-up of the board to discuss board models. Amanda Seconded. Carried
- 6) Motion made by Holden to move next meeting to Level 4. Leslie Seconded. Carried.
- 7) Frankie made Motion to approve the Dec 1st minutes with the Financial Report added as appendix and grammar edits. Holden Seconded. Carried
- 8) Provided not currently in policy ensure a 3 month probation for new board members  
Holden seconded. Carries.

## Action Items:

- 1) Amanda to reach out to Leela Chinniah. Check in with Frankie who will also ask around. Can ask Rabbit to reach out to someone from the anti-oppression committee (might have contacts). Colleen may look into PeerNet. Check in with Leslie who will also ask around. Regarding language of the Board Code of Conduct
- 2) Leslie to send out letter to specific members of staff
- 3) Amanda to send general staff letter (with discussed edits)
- 4) Board to meet and discuss models
- 5) Leslie to extend an invitation regarding Cips and hosting mentorship
- 6) Frankie/board to ensure Catherine skype call set-up for next meeting
- 7) Holden to remind Colleen about booking room on level 4 (next meeting)
- 8) Youth Slam. Board to check-in (bookstore and broadway youth centre)
- 9) Leslie and Frankie to look into oratorealis for other possible Cotyledon readers (submissions close 31st)
- 10) Copy of insurance to be sent to Leslie

**14:04:** Meeting Called to Order

### Agenda Item 1:

Holden: Land acknowledgement

*We Acknowledge that this meeting is taking place on the unceded Indigenous land belonging to the Musqueam, Skwxú7mesh, and Tsleil-Waututh People.*

Amanda: Compassion Agreement:

But since water still flows, though we cut it with our swords, And sorrows return, though we drown them with wine, Since the world can in no way answer our craving, I will loosen my hair tomorrow and take to a fishing boat.--Li Po

Holden makes motion to move the approval of the minutes until Leslie arrives. Amanda seconded. Carried

The List of New Members :

- Joseph Dandurand
- Kaelyn Elfert
- Matt Miller
- Fernando Raguero

- Adrian Yue
- Ron Wizinsky
- Sam Peters
- Thom Evans
- Bonnie Buchart
- Glorielle Panoaniban
- Hal Hart

Holden makes motion for Frankie to provide Cotyledon Update and for Verses updates from Colleen and Carol to be added to “other business” of Agenda. Frankie Seconded. Carries

## **Agenda Item 2**

### **Action Item Updates**

- **Frankie Posted Submission details (with graphics)**
- **Carol added Frankie to WordPress site**
- **Colleen’s Staff Review Response done**
- **Holden Signed Grant**
- **Entire Board: Address Board Models** \*brief discussion on this. Conversation was continued after Leslie’s arrival at 15:15. See Agenda Item 5
- **Direct Ask:** All Board members had talked to/done a direct ask. Carol confirmed no noticeable uptick in donations through Canada Helps at time.
- Amanda Met with Colleen regarding Membership set-up (and Colleen drafted the sign in card for slam).
  - Further this: A “Get Involved” html form was added to website
- Amanda contacted Jackie Wong: There has been a change in circumstances regarding her ability to take on new work.
  - Further this: Carol will share Leela’s contact info and Amanda to contact Leela Chinniah. Frankie will also asked around. Can ask Rabbit can reach out to someone from the anti-oppression committee (might have contacts). Colleen may look into PeerNet

Agenda Item Three: The Financial Report (Carol read for Leslie as she was running late):

<https://docs.google.com/document/d/12rs4M6-3C4XLa3RmlwfUImAdiig3dBr-7rzFin6mQKA/edit>

- See appendix full report
  - This is the first week the Prize and Feature payments will go up
  - Colleen asked re: Avisar if services inclusive of Cadac. Carol: No. And this would be an extra charge
  - Bank accounts combined. There is a Gaming and Organization Account (this is easier--\$45000). Older system done this way essentially so accounts would act

as financial/program records (money ran out in one/was out). This didn't work out. There were transfers. Now that we keep books and have financial records

- There is a \$90 annual fee for two cards. This is being looked into.
- There's a delay in repayment (930) from the slam team. Catherine will be emailed regarding this appears to be an issue with bank
- In the event that that team is unable to do repayment for whatever reason board is ok with looking into other options
- The Contractor form is good for tax purposes

#### Agenda Items 4&5 Staff Letter(s) and Board Models

Discussion regarding models. Switchover from "Kitchen table to professional". The order of paragraphs within staff letter and phrasing adjusted. Discussion regarding professional development -- hosting workshop.

Break 15:03-13 (Leslie arrives)

Action Item: Send staff letters & send them from admin

Staff Reports in general would be good. Especially for Artistic Director given time/distance constraint for Joseph (for meetings)

- Approval of Minutes
  - Holden Motion to Approve November 3rd minutes (with edits) Seconded Frankie.Carries
  - Holden Motion to post November 11 minute with changes and for board to do final approval on basecamp Frankie Seconded. Carries
  - Brief review of Action Items from Dec 1st (listed above). Need to add Financial Report as an appendix and not a link
  - Frankie made Motion to approve the Dec 1st minutes with the Financial Report added as appendix and grammar edits. Holden Seconded. Carried

Holden Motion for board to meet up and discuss models (after policy review) Amanda meet seconded. Carried

Motion by Holden to move board meeting(s) to level 4. Leslie seconded. Carried.

Level four room to be booked March 11th 7pm. Holden will remind Colleen re: booking room dates

## **Other business:**

Colleen: Verses is scheduled Leia and Joseph are working on the promotions. Discussion Cotyledon launch Tuesday Weds Thursday Verses.

Hiring access sponsor and cips (problem need a mentor) two applicants seem capable (in arts) nobody with background. Amanda had questions regarding previous expressed interest of community members.

- Leslie to extend an invitation to other staff regarding mentorship role

Reach out Mitcholos? Kit can't. Catherine is a maybe as is in town. Discussion regarding the gifting of a song to Vancouver. Group from the Nuyorican

Cips

- Colleen will send Leslie further event details (info)

Lilian Allen and (headliners want rail 2. Is a good promotional opportunity if comes through (deal with Via). Brad Morton spoken word publication / video

- FEB 1<sup>st</sup> CIPS registration

Payment (when the next chunk of money goes into the account: Carol issue

WordCamp Update: Work with Joseph. Students sent to Kwantlen cultural centre 4 days. Morning with elders and afternoon with spoken word artists. We had contracted with for last year. Transportation issue and (aug 3-10)—Mo Clark had relevant question regarding integration of the curriculum(prepare).

Conversation with regarding change in directions (reach out). Director role falling within Joseph's care (2019). Johnny had reached out to artists & at the same time reached out to Tessa.

Problem of expectation and communication

Money for fee will go to Center and Elders

HR-File(s): check-ins (support and training and medical issue)/WordCamp. Was not an ideal start to position (much like other new hires at time of transition)

Issue regarding allocation of invoices (WordPlay) discussed

- Aside as Leslie received response re: Misunderstanding with regards to posting of Cips position

Cotyledon Submissions are at about 20. Frankie will contact Tessa regarding wordplay channels (for readers submissions etc) Colleen will add info to newsletter

Leslie (access) question \*\*\*Deadline 31<sup>st</sup> of Jan

To read submissions...oratorealis (outside readers/reach out)

Broadway Youth Centre updates:

Weekly programming One on One mentorship workshops---“the other”

Youth who currently have access (at BYC) would be able to participate

Dana De Samedi (reach out to Wordplay poets those with shared lived experiences of the youth utilizing BYC)

Anjalica Solomon also expressed interest

And regarding Youth slam? Frankie talking to boss?(Ainsley reached out stressing the importance of Youth Slam) the use BYC as a space? because we will be offering free programming we may be able to get space “trade off” Q recommended bookstore “Iron Dog Books”

Colleen: What this looks like in the future regarding partnership(s)

Insurance

Linda Sum (Leslie reach out/send info)—

Catherine interested in joining the board (next meeting ) Skype call

Leslie providing policy manual doesn't already include the 3 month probation for new board members. Holden seconded. Carries.

**16:57: Meeting ends**

Appendix (financial report)

## Financial Report

Leslie Stark, Treasurer  
Carol Shillibeer, Financial Coordinator

Board Meeting: January 5, 2020

## Glasshouse

426 Main St #3, Vancouver, BC V6A 2T7  
(604) 687-4357  
Contact: Dan

Carol met with Glasshouse on December 17, 2019 to firm up the details of their takeover of the VPH books starting January 1, 2020. Our new contact there is Dan. He will be the one doing the books.

Once the first bank statement comes in for 2020, Carol will code each entry and indicate class. This will make sure that each item of expense and revenue is properly attributed so that VPH financials will allow comparisons year to year. It will also allow VPH staff to easily enter CADAC information since the VPH chart of accounts is taken from the CADAC system.

Having coded the statements, the Financial Coordinator (or Operations) will gather a months worth of cheque stubs, deposit slips etc as well as records from PayPal, Square, and any other external financial sources and take them to Glasshouse. Dan will enter all the information into Quickbooks having been provided a portable Quickbooks file by Carol at the beginning of the year.

Once a month Dan will send VPH financial statements which will be read into the Board minutes as part of the Financial Report. These statements will also allow the FC to check the in-house registers to make sure they agree.

At the end of the year Dan will send the FC/Operations the updated portable file so that the VPH copy of the books can be kept current with the financial statements.

The cost will be \$45/hour. Dan says that he will have a good estimate of yearly cost after the first month's entries are complete. Carol's experience with the books says that most months won't be more than 5 hours of work.

## End of Year Financials

By agreement with Glasshouse Carol will be responsible for liaising with Avisar for the 2019 Review Engagement, but from 2020, Glasshouse will liaise with Avisar, with the occasional help of the FC/Operations when necessary.

## Banking

On Wednesday December 11, 2019 Holden and Carol talked to a Vancity account manager with respect to previously reported plans to alter the VPH account structure. As of that day the single-signature account was closed and the 2-signature organization account was set up to enable electronic transfers.

Following this meeting Holden and Carol were able to initiate and confirm payments in the 2-step process, and by Friday the first batch of payments had been made. The same day Carol reached out to the other board and staff who have signing authority to let them know how to set themselves up to take part in this process.

At the same meeting with the account manager collapsing the membership and programs account into the organization account was discussed and the account manager concurred. A system was set up to enable Carol to make sure there were no outstanding payments on the programs account, and then let Griffin Bullock of Vancity know via email that VPH had approved the collapse of those 2 accounts. Carol is to send an email to Mr Bullock authorizing this, cc'ing Holden, and Holden sending a reply also authorizing the change. This action was taken on Monday, December 17, 2019; as of that date VPH has a Gaming account and an Organization account.



Lastly, on the same day, Mr Bullock, at the request of Carol Shillibeer and the approval of Holden Wall, applied to Vancity for another credit card in the Financial Coordinator's name (Carol Shillibeer) since the card once issued in Johnny MacRae's name is no longer valid. Approval takes approximately 6 weeks.

## Travel Funding

In the previous report it was noted that the 2019 CFSW team owes VPH \$930.03 and that these funds were due in December.

As of January 2, 2020 one of the CFSW team members attempted to send \$200 of the monies owed. Carol proposes to give them another 6 weeks to repay letting them know this via email.

## Year-end Financial Reports to Contractors

As of January 2020, the Financial Coordinator (Operations) will produce a report on earnings to all contractors working with Vancouver Poetry House. A copy of the generic statement can be found here:

[https://docs.google.com/document/d/1tD71gAWcxD\\_WDNq83dxgBFagofDZNNUHLP1qh6A3FkM/edit?usp=sharing](https://docs.google.com/document/d/1tD71gAWcxD_WDNq83dxgBFagofDZNNUHLP1qh6A3FkM/edit?usp=sharing)

A copy of the individual reports for 2019 can be found in the HR folder / Contractor's year End Financial Statements / 2019. The searchable titles are as follows:

2019 (Poet Name) Year End Financial Statement.pdf

e.g. 2019 Angelica Poversky Year End Financial Statement.

This year statements were produced for all active WordPlay poets, plus other key staff. They were not produced for all Slam Features, or for Verses artists. Each set of figures represents all monies earned by the poet from VPH.

These reports will be emailed to contractors in the first 2 weeks of January.

